

# C I T Y O F JOHNSCREEK

[www.cityofjohnscreekga.us](http://www.cityofjohnscreekga.us)

678-512-3200 ~ (fax) 678-512-3303

12000 Findley Road, Suite 400, Johns Creek, GA 30097

## VARIANCE APPLICATION (ADMINISTRATIVE)

### APPLICANT'S CHECKLIST

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK ✓
<b>MINOR/ADMINISTRATIVE/ADMINISTRATIVE MINOR VARIANCE:</b>			
1	Variance Application	1 original and 1 copy	
2	Site Plan (drawn to scale); one of the required copies must be 8 1/2" x 11"	1 copy	
3	Survey with Topo & Trees (if applicable)	1 copy	
4	Legal Description of Property Metes & Bounds	1 copy	
5	Letter of Appeal	1 copy	
6	Letters from Adjacent Property Owners	1 original and 2 copies of each letter	

ITEM 1. **APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or notarized statement by the applicant as to ownership are required.

ITEM 2. **SITE PLAN:** Site plans should be no larger than 30" x 42" (one should be 8 1/2" x 11") and drawn to scale.

ITEM 3. **SURVEY WITH TOPO & TREES:** Topo maps may be required by the Department

ITEM 4. **LEGAL DESCRIPTION:** The legal description must be a *metes and bounds* description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.

ITEM 5. **LETTER OF APPEAL:** The Letter of Appeal should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards. Refer to Article 22, Section of the City of Johns Creek Zoning Ordinance for additional information. Detail must spread to one of the three variance.

ITEM 6. **ADJACENT PROPERTY OWNER LETTERS.** Letters from adjacent property owners/neighborhood associations are required, unless an administrative minor variance.

### SECTION I. **MINOR, ADMINISTRATIVE & ADMINISTRATIVE MINOR VARIANCES (NO PUBLIC HEARING IS REQUIRED).**

- ☐ 1) **MINOR VARIANCE:** Relief from the minimum yard requirements not to exceed 10% of the required setback (e.g. 35-foot front yard = 3.5 foot variance).

- ☐ 2) **ADMINISTRATIVE VARIANCE**
- ☐ 3) **ADMINISTRATIVE MINOR VARIANCE.** Relief of 1 foot or less from the required building setback.
- ☐ 4) **ADMINISTRATIVE MODIFICATION**

**SECTION II. DESCRIPTION OF VARIANCE REQUEST.**

Please provide details of the requested variance.

ORDINANCE: ARTICLE: SECTION: PARAGRAPH:

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**SECTION III. LEGAL DESCRIPTION OF PROPERTY.**

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PARCEL ID#: \_\_\_\_\_ UNIT/PHASE: \_\_\_\_\_

LAND LOT(S): \_\_\_\_\_ DISTRICT: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_

LOT(S): \_\_\_\_\_

LEGAL ROAD FRONTAGE: \_\_\_\_\_

**SECTION IV. OWNER/APPLICANT/AGENT INFORMATION.**

***OWNER INFORMATION:***

TYPE OR PRINT OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**APPLICANT INFORMATION:**

TYPE OR PRINT APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**ATTORNEY/AGENT INFORMATION:** Check One: ☐ Attorney ☐ Agent

TYPE OR PRINT ATTORNEY/AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").**

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC